



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 16858 – Executive Support Assistant - GS-14

Salary Range: \$94,796 - \$145,629

Vacancy Open Period: 10/10/2017 – 10/27/2017

Position Type: Cadre

Who May Apply: Internal ODNI Candidates, Detailees

Division: CMO/CMO

Duty Location: Mclean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: N/A

Job Interview Travel: N/A

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI), Chief Management Officer (CMO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The CMO is responsible for synchronizing and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the CMO oversees the internal management of the ODNI.

Major Duties and Responsibilities (MDRs)

- Perform a comprehensive range of direct executive office support for a designated Office of the Director of National Intelligence (ODNI) Presidential Appointee (Senate Confirmed) Senior Executive, assisting and relieving the manager on a variety of complex office support functions involving contact with officials at the most senior levels of Government.
- Plan and manage the senior executive's calendar and evaluate email and correspondence to determine and prioritize action items and coordinate responses within established deadlines.
- Evaluate information from staff meetings and weekly reports to determine those that require action; plan, develop, and maintain a system to generate reminders for completion deadlines.
- Execute and monitor internal and external taskings, ensure collaboration and coordination on responses, ensure quality and completeness of responses, prepare for meetings, briefings, and special events, schedule meetings, prepare read ahead materials, and maintain records of proceedings as required.
- Plan, anticipate, and research complex topics for the manager; plan and prepare detailed background materials, summarize complex and lengthy documents, and highlight key issues.
- Plan, research, and write complex, politically-sensitive, confidential, and sensitive documents and reports, brief the executive on the content, and obtain their approval.
- Plan, evaluate, monitor, and facilitate the dissemination of sensitive information and documentation and alert leadership regarding issues that impact the office.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- Review all correspondence/assessments/packages for content, accuracy, and completeness by ensuring information, background, and references are complete and editing for appropriate format, grammar and spelling.
- Serve as primary liaison and facilitate effective communications between the designated senior executive and other senior executives, management, and staff, both internal and external to ODNI.
- Plan and manage workflow of issues by continuously adapting schedules based on accurate assessments of criticality, sensitivity, and confidentiality.

Mandatory and Educational Requirements

- Extensive knowledge of the ODNI, IC, Congress, and the overall national security apparatus, as well as ODNI and IC standards for correspondence, administrative regulations, policies, entitlements, allowances, and unique authorities.
- Extensive knowledge and skill in the application of office support computer applications for word processing, spreadsheets, presentations, administrative applications (travel/accounting/etc.), e-mail, calendars, and database storage/retrieval.
- Extensive knowledge and skill in English grammar, spelling, punctuation, and proofreading, as well as oral and written communication skills sufficient to compose and deliver responses to customers.
- Extensive knowledge of office management and administrative functions involving logistics, facilities, budget, finance, contracts, travel, security and HR procedures and systems.
- Extensive knowledge of organizational protocol policies and procedures and of quality assurance procedures to ensure data integrity and timeliness; extensive knowledge of filing and records management systems and practices.
- Demonstrated interpersonal, organizational, and problem-solving skills, including the demonstrated ability to develop working relationships and networks with internal and external managers and staff.
- Demonstrated analytical and critical thinking skills, including demonstrated ability to interpret complex information from multiple sources.
- Demonstrated ability to manage competing priorities while maintaining a high level of attention to detail; demonstrated ability to work effectively with ODNI's leaders in a highly active, fast-paced, and demanding organization.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (Monica C.) and mccreaz@dni.ic.gov (Zina M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. *Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).*

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mcreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. **IF YOU NEED A REASONABLE ACCOMMODATION** for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**